

# How to ask for a Parenting Plan and Child Support

You can use this packet ONLY if:

- You were never married to the other parent of your child,
- You want a parenting plan or child support order for that child,
- An *Acknowledgment of Paternity* was filed at the Washington Center for Health Statistics (or similar state agency if the child was born in another state), and
- The *Acknowledgment of Paternity* was filed after July 27, 1997 and at least 60 days before you file your request.

**Do NOT use this packet if:**

- You are married to the other parent of this child or
- There is already a custody or parenting plan order for this child, or
- You want to challenge paternity or ask the court to order blood tests.

**Talk to a lawyer about your case**



**Note:** This instruction will start your case, but it will not give you immediate custody of the child(ren). If you want to ask for a Temporary Parenting Plan, you will also need instruction packet P-8.

*Warning!* This is legal *information*, not legal *advice*. It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer ask the Family Law Facilitators' office for a list of low-cost and free legal resources.

## Step 1: Fill out these forms

All of these forms in Step 1 can be downloaded at: [www.kingcounty.gov/courts/scforms.aspx](http://www.kingcounty.gov/courts/scforms.aspx)

Form Name	Form Number	Notes	Completed
<a href="#">Case Information Cover Sheet</a>			<input type="checkbox"/>
<a href="#">Confidential Information Form</a>	DRPSCU 09.0200		<input type="checkbox"/>

## Step 2: Fill out these forms and attachments, then make copies

All of these forms in Step 2 can be downloaded at: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)

<a href="#">Summons (Petition for Residential Schedule/Parenting Plan/Child Support)</a>	PS 15.0200	<a href="#">PS 15A.0200 for out-of-state Acknowledgment of Paternity</a>	<input type="checkbox"/>
<a href="#">Petition for Residential Schedule/Parenting Plan/Child Support</a>	PS 15.0100	<a href="#">WPF PS 15A.0100 for out-of-state Acknowledgment of Paternity</a>	<input type="checkbox"/>
<a href="#">Sealed Acknowledgment /Denial of Paternity/Birth Certificate</a>	PS 15.0150		<input type="checkbox"/>
Certified copy of Acknowledgment, Denial of Paternity or Birth Certificate	Contact WA Center of Health Statistics, or similar agency in the state where Acknowledgment or Denial was filed.		
<a href="#">Parenting Plan (Proposed)</a>	PS 15.0600		<input type="checkbox"/>
<a href="#">Declaration in Support of Parenting Plan</a>	DR 04.0120		<input type="checkbox"/>
<a href="#">Notice Re Dependent of Person in Military Service</a>	DRPSCU 01.0185		<input type="checkbox"/>
<a href="#">Declaration Regarding Public Assistance</a>	DRPSCU 01.0600		<input type="checkbox"/>

### How many copies do I need?



- **Original** set to file with the Clerk's office.
- Copy **1** is for your records.
- Copy **2** is to serve the other parent.
- Make a **3rd** copy if you are requesting a child support order and if this child has ever received public assistance. You must deliver copies of your filed forms to the King County Prosecuting Attorney's Office, Family Support Section.

### Fill out these forms after the other parent is served, make a copy and file them

<a href="#">Return of Service</a>	DRPSCU 01.0250	Form is signed by the server. See step 5	<input type="checkbox"/>
<a href="#">Declaration Regarding Personal Service Outside the State of Washington</a>	DRPSCU 01.0180	Only use if the other parent is served personally out-of-state	<input type="checkbox"/>

**Fill out these forms also if you and the other parent do not agree on child support (but you may postpone completing them)**

<a href="#">Financial Declaration</a>	DRPSCU 01.1550		<input type="checkbox"/>
<a href="#">Sealed Financial Source Documents Cover Sheet</a>	DRPSCU 09.0220		<input type="checkbox"/>
<p>When you ask for child support, you must provide copies of financial documents, including:</p> <ul style="list-style-type: none"> <li>▪ Your W-2s and complete personal tax returns for the past 2 years</li> <li>▪ Your most recent pay stubs (at least 6 months)</li> <li>▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more</li> <li>▪ Statements from all of your banks and financial institutions for the past 6 months</li> </ul> <p><i>Note:</i> The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.</p>			

**Fill out these forms when you are ready to finalize**

<a href="#">Findings of Fact and Conclusions of Law on Petition for Residential Schedule/Parenting Plan/Child Support</a>	PS 15.0400	<a href="#">Use PS 15A.0400 for out-of-state Acknowledgment of Paternity</a>	<input type="checkbox"/>
<a href="#">Judgment and Order Establishing Residential Schedule/Parenting Plan/Child Support</a>	PS 15.0500	<a href="#">Use PS 15A.0500 for out-of-state Acknowledgment of Paternity</a>	<input type="checkbox"/>
<a href="#">Parenting Plan (Final)</a>	PS 15.0600		<input type="checkbox"/>

**You will also need these forms to finalize if child support is requested**

<a href="#">Child Support Order</a>	PS 15.0700		<input type="checkbox"/>
<a href="#">Child Support Worksheets</a>	WSCSS-Worksheets		<input type="checkbox"/>
<a href="#">Child Support Schedule &amp; Instructions</a>	<p>Use this information to calculate Child Support Worksheets. Online Child Support Calculation software is available at <a href="https://fortress.wa.gov/dshs/csips/ssgen/">https://fortress.wa.gov/dshs/csips/ssgen/</a></p>		

### Step 3: Talk to a lawyer, if you can

These instructions are legal *information*, not legal *advice*. It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court and confirming this is the best legal

action for your case. You can contact the King County Bar Association to ask for a referral.

- Ask the Family Law Facilitator' office for a list of low-cost and free legal resources.

## Step 4: Take your original forms and copies to the Clerk's Office

**The Clerk will ask you to pay a filing fee.** If you cannot afford to pay the fee, ask for an application to let you file for free. This application is called a *Motion and Declaration for Waiver of Civil Filing Fees and Surcharges* ([Kent](#)) or ([Seattle](#)).

When you file your forms, the clerk will give you two copies of your *Case Schedule*. The Case Schedule lists important deadlines for your case. Have one copy of the Case Schedule served on the other parent along with the other court papers. Keep one for your records.

*Important!* You do not need to file all of your forms now. See *Step 2* to know which forms you must **file now**.

## Step 5: Serve the other party

**You must have the other parent served with *copies* of:**

- The Case Schedule that the Clerk gave you when you filed, **and**
- All of the forms you filed with the clerk, except the *Case Information Cover Sheet and the Confidential Information Form*.

### **How to serve**

Someone over 18 – **not you** - must serve (give) the other parent copies of your court papers. After serving, the server fills out a *Return of Service* form and gives it to you. Keep a copy for your own records and file the original with the Clerk's Office.

If you have questions about serving, read the Facilitator's instruction packet S-1.

## Step 6: Attend "What About the Children" seminar

Both parents must attend the "What About the Children" seminar within 60 days after the case is filed. You cannot finish your case without going to this class.

Go to [Family Court Services](#) to find out the cost and how to sign up.

## Step 7: Follow your Case Schedule

The next step is to wait to see if the other parent files a Response.

You must wait:

<b>20 days</b>	If the other parent was served in person in Washington state.
<b>60 days</b>	If the other parent was served in person outside of Washington state, or by publication (because of a court order).
<b>90 days</b>	If the other parent was served by mail because of a court order.

If the other parent **does not** serve and file a Response by the deadline, you can finalize your case by default in the Ex Parte Department (See Step 8).

If the parent **does serve and file a Response**, follow your Case Schedule. Your trial will be in about 11 months.

If you want to ask for a **temporary** parenting plan and/or **temporary** child support orders now, ask the Family Law Facilitators for instruction packet **P-8**, *Motion for Temporary Orders*.

## **Step 8: Schedule a hearing in the Ex Parte Department to finalize by agreement or by default\***

If you and the other parent come to an agreement, or if the other parent does not respond, you can finalize your case in the Ex Parte Department. To schedule a hearing date, file a [Note for Motion Docket](#), for Kent or Seattle. Your hearing must be at least 14 days after you file the *Note for Motion Docket*.

Take the following completed forms to the hearing:

- Findings of Fact and Conclusions of Law on Petition for Residential Schedule/Parenting Plan/Child Support
- Judgment and Order Establishing Residential Schedule/Parenting Plan/Child Support
- Final Parenting Plan
- Child Support Order (if applicable)
- Child Support Worksheets (if applicable)

And, if the other parent has not responded:

- [Motion and Declaration for Default](#)
- [Order of Default](#)

\*You may have to pay a fee for review of your documents at the final hearing.